



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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DESC-BQA

February 15, 2005

IN REPLY
REFER TO

MEMORANDUM FOR DEFENSE ENERGY SUPPORT CENTER REGIONS
ATTN: QUALITY MANAGERS

SUBJECT: Policy Number DESC-BQ-05-1, Utility Privatization Quality Assurance Representative (QAR) Training Program

Purpose

This policy provides procedures to ensure familiarization of the many aspects of the Office of the Secretary of Defense (OSD) Energy Utility Privatization (UP) program sufficient for the Quality Assurance Representative (QAR) to conduct pre-award surveys to recommend to the Contracting Officer a potential contractor's capability to perform the contract as intended. It provides guidance and procedures to document the required training.

Scope

This policy guidance applies to all QARs who may be tasked to conduct pre-award surveys in areas other than financial for Energy UP.

General

- The training is primarily self-paced computer based informational material. Report any broken links to DESC, Quality Operations Division immediately.
- All other pre-award survey procedures in applicable regulations and instructions are to be adhered to.

QAR Responsibilities

- Review the OSD Energy UP briefing at <http://www.dtic.mil/ndia/2003environ/mars.pdf>.
- Review and retain the Pre-Award Survey Guide For Utility Privatization Solicitations Issued By DESC-E, 5 April 2004 (Encl 1).



- Review Service specific website related to the installation referred to in the SF 1403.

Army Utility Privatization Website: <http://www.hqda.army.mil/acsimweb/fd/>.

Navy Utility Privatization Website: <http://energy.navy.mil/privatization/>.

Air Force Utility Privatization Website:
<http://www.afcesa.af.mil/ceo/contracts/utlpriv/>.

- Review the utility specific UP website.

Drinking Water Overview Website: www.epa.gov/ogwdw

Wastewater Overview Website: www.epa.gov/owm

Natural Gas Overview Website: www.naturalgas.org

Electricity Power Industry Overview Website:
<http://www.eia.doe.gov/cneaf/electricity/page/prim2/toc2.html>

- Review the SF 1403 (EG), Pre-Award Survey of Prospective Contractor (General).
- Prepare a memorandum thru the Regional Quality Manager to DESC, Quality Division detailing websites visited, dates, and any concerns.

Regional Quality Manager Responsibilities

- Endorse the memorandum and forward to DESC, Quality Operations Division.

The POC for this action is Rick Iwanski, 703-767-9287 or Richard.Iwanski@dla.mil.



LEE OPPENHIEM
Chief
Quality Division

Enclosure 1

Pre-Award Survey Guide for Utility Privatization Solicitations Issued By DESC-E, 5
April 2004